

REQUEST FOR PROPOSALS

Abstinence Only Education Program

October 1, 2003 - September 30, 2004

**Mississippi State Department of Health
Office of Personal Health Services
Bureau of Child Health
Abstinence Education Program
570 East Woodrow Wilson
P.O. Box 1700
Jackson, Mississippi 39215-1700**

Application Submission Deadline:

May 30, 2003

5:00 p.m.

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GENERAL GUIDANCE

I. APPLICATION AND REVIEW PROCESS

This document provides general guidance for preparing grant applications to the Mississippi State Department of Health for the provision of abstinence education activities that target groups most likely to bear children out of wedlock.

3.1 Eligible Applicants.

Any public or private organization or agency is eligible to apply for a grant. Grants will be awarded only to those organizations or agencies which can most effectively administer an abstinence only education program and demonstrate the capability of providing the proposed services to meet the statutory requirements established under P.L. 104-193, sections 510 of Title V of the Social Security Act (Legislative Priorities). The targeted audience for the abstinence only education programs are youth 10-19 years of age.

3.2 Funding Objectives.

The purpose of the Abstinence Only Education Program is to provide abstinence education where appropriate mentoring, counseling, and/or adult supervision may be used to promote abstinence from sexual activity, with special emphasis on groups most likely to bear children out of wedlock. Section 510 abstinence grants can be used to create new abstinence programs to argument those that already exist.

3.3 Legislative priorities

Under the authority of Public Law 104-193, section 510 of the Title V Social Security Act, the Mississippi State Department of Health will make funds available to **qualified** applicants to provide abstinence education to reduce the occurrence of out-of-wedlock births. The term **"abstinence education" refers to an educational or motivational program which:**

- (1) Has as its exclusive purpose, teaching the social, psychological, and health gains to be realized by abstinence from sexual activity;
- (2) Teaches abstinence from sexual activity outside marriage as the expected

standard for all school age children;

- (3) Teaches that abstinence from sexual activity is the only certain way to avoid out-of-wedlock pregnancy, sexually transmitted diseases, and other associated health problems;
- (4) Teaches that a mutually faithful monogamous relationship in context of marriage is the expected standard of human sexual activity;
- (5) Teaches that sexual activity outside of the context of marriage is likely to have harmful psychological and physical effects;
- (6) Teaches that bearing children out-of-wedlock is likely to have harmful consequences for the child, the child's parents and society;
- (7) Teach young people how to reject advances and how alcohol and drug use increases vulnerability to sexual advances and;
- (8) Teaches the importance of attaining self-sufficiency before engaging in sexual activity.

3.4 Availability of Funds.

It is estimated that approximately 1.1 million dollars will be made available by the Office of Personal Health Services to support contracts under this announcement. Applicants can qualify to receive contractual awards ranging from \$25,000 - \$100,000. Grants will be awarded for a period of twelve months, beginning October 1, 2003 - September 30, 2004. **Successful applicants will be required to visit the state office to conduct final negotiation of grant awards.**

3.5 Non-Federal Match Requirement

There is a required match of three (3) local non federal dollars for every four (4) state Federal dollars awarded. **MSDH will be responsible for reimbursements of up to 56% of program expenditures and the contractor is responsible for matching the other 44% of program expenses.** The non-federal match must be used solely for three or more of the activities enumerated in the criterion listed for establishing abstinence only education programs. (See section 3.3). The non-federal share of the project cost may be provided in cash expenditures or fair market value in-kind contributions, including facility usage, equipment and services.

3.6 Format Instructions.

The Program Narrative is to be no longer than 15 double-spaced typed pages. Margins should be 1 ½ inch at the top and 1 inch at the bottom and both sides. Typeset fonts must be 12 characters per inch (CPI). Appendices are not included in the 15-page limit but should be used only to provide supporting documentation such as administrative charts, job descriptions of personnel, a vitae describing the qualifications of key personnel involved in the abstinence program, the curricula, letters describing participation of volunteers and letter of support from the community in which this program will be conducted. It is recommended that curricula vitae be limited to two pages in length.

3.7 Submission Instructions.

A transmittal letter from the applicant agency and/or organization should accompany the application and **must include "Abstinence Education"** as the **priority area to which the application is responding**. Applicants are required to submit one complete, original, ink-signed application and three additional copies. All pages must be clearly numbered, be on standard size (8 ½ X 11 inches), and be printed on only one side. The deadline for receiving applications is May 30, 2003 at 5:00 P.M.. Applications received after the deadline will be returned to the applicant. The original and each copy of the application set must be unstapled and unbound so that additional copies can be made for review. Applications should be mailed to:

Mississippi State Department of Health
Abstinence Education Program
570 East Woodrow Wilson/P.O. Box 1700
Jackson, Mississippi 39215-1700

3.8 Application Review.

Applications will be reviewed by an independent review team for consistency with the following elements:

- z Applicants' ability to describe the need for an abstinence education program in a particular setting or community;
- z The Proposal must include three or more of the Legislative Priorities in the goals and objectives of the grant proposal. Describe steps that will be taken to meet goals and objectives in this grant;
- z Program plans, goals and performance measure that are clear, measurable and time-framed and;

- z Detailed description of the process that will be used to encourage parent/family/community involvement;

II REQUIREMENTS FOR PROGRAM NARRATIVE

4.1 Project Abstract.

Applicants must submit along with their applications a **single-spaced**, typed abstract, **not to exceed 1 page**. Format guidelines are as follow:

- z Margins should be at least 1 inch at the top, bottom, right, and left sides.
- z Typeset must be 12 pitch.
- z Name of the project, contact person, address, telephone and fax number at the top of the page.
- z Type section headings in all capital letters followed by a colon. Sections should be single-spaced with double spaces between section headings.
- z Section headings should be as follow:
 - a. **PROBLEM:** Describe problems(s) the project is designed to address.
 - b. **GOALS AND OBJECTIVES:** State the major goals and objectives.
 - c. **METHODOLOGY:** Explain the project plan for achieving goals and objectives.
 - d. **EVALUATION:** Describe the techniques for tracking activities

4.2 Project Narrative

The narrative should be structured to respond to each review criterion and should include the subheadings as they appear below. It should not exceed 15 pages, excluding the appendices.

4.2.1 Describe Need for Abstinence Education Plan.

Document the priorities and/or needs for abstinence Education in your community. Describe gaps in services and, as appropriate, describe the needs by population subgroups; males and females less than 10, 10-14, 15-17, 18-19, 20-24, and over 24 years of age.

4.2.2 Meet the Legislative Priorities.

This section provides an opportunity for applicants to explain how program goals and objectives are consistent with Legislative priorities mentioned in section 3.3. Discuss which Legislative Priority or Properties will be addressed in your proposed Abstinence Education Program. Goals and objectives should be clear, measurable and time framed. A time-line displaying proposed program activities and completion dates should be developed and submitted as an appendix.

4.2.3 Program Plan.

Applicants should present an overall plan for the project. Provide an overview of the geographic area and target population. If your target population is a subset of males and females, provide your rationale for selecting these sub-populations based on priority needs. Applicants are required to implement a published curriculum-based abstinence education program, and the curricula should be from a well known and accepted model. Provide info on the curriculum to be used by this Abstinence Project.

4.2.4 Organizational Structure.

This section should be used to provide a brief narrative or history of the applicant organization. The narrative must include the organization's mission statement along with its method for recruiting and selecting staff. Staff should include a program coordinator. A copy of the applicant's organizational chart, a biographical sketch for the program coordinator, and a vitae of key personnel should be included in the appendices.

4.2.5. Describe the Process for Parental Involvement.

This section should be used to describe the process used to inform and garner parental and/or community involvement in the proposed Abstinence Education Project. Provide some detailed instructions of how parents and the community will be involved in the program.

4.2.6 Program Budget.

An operating budget and budget justification for the budget period October 1, 2003 through September 30, 2004 is required. The proposed budget should demonstrate support for administrative and programmatic activities necessary to manage the program and accomplish performance measures and objectives. If funds support staff, their skills and proposed activities should directly support the accomplishment of goals. Identify key personnel in the budget and justification and a brief narrative on the duties and responsibilities of key personnel should be part of the line item budget justification. Applicants must use this section to specify the required local match, and demonstrate how these funds and/or services will be used in carrying out or implementing the abstinence program activities.

III. REQUIREMENTS FOR PROGRAM REPORTING

Applicants receiving a contract from the Mississippi State Department of Health to conduct an Abstinence Education Program will be required to report the following:

1. Support documentation for reimbursements (copy of cancel checks or an official payroll statement, cash register receipts, utility bills, documentation of rent and building space usage, equipment rental documentation, original monthly sign-in sheets (actual signatures of participants, etc.)
2. Submission of the program (four) detailed quarterly reports;
3. A monthly training calendar (which should indicate day of abstinence education, to include starting/ending time, location of each site) calendars are due the working day of the month.
4. Applicants will also be required to report an unduplicated count of males and females served by the program by age groups as stated in **4.2.1**, years of age, by race and ethnicity. (See Appendix)
6. Each program will be subject to unannounced site visits by abstinence program director.
5. Written driving directions to each abstinence training site.

NOTICE

Please read through the RFP thoroughly before you begin writing your proposal. Grant proposals will not be reviewed if instructions in the RFP are not followed. Proposals not following instructions and/or received after the deadline date will be returned.

Funds received to implement the Title V abstinence education program cannot be expended for sectarian instruction, worship, prayer, or proselytization.